

Professional Registration System (Provider) User Manual

Version 1.0

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
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1. INTRODUCTION

1.1. Overview

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education (CPE).

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

1.2. Scope

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by CPE Provider.

The targeted users of this document shall be the Account Holder of CPE Provider.

Users of the online application functionalities should have the basic knowledge of using an internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

1.3. Definitions, Acronyms and Abbreviations

This manual uses the following typographic conventions:

- A “*” character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
 - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
 - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format
- hh:mm (24 hour format) as a time Format

The manual uses the following abbreviations

- CP: Course Provider
- CPE: Continuing Professional Education
- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PRS: Professional Registration System
- SPC: Singapore Pharmacy Council

1.4. Installation/Setup

a) Basic PC setup with Modem or Broadband

Browser:

Internet Explorer 7.0 or

Internet Explorer 8.0

The user needs to configure the web page caching behaviour of his web browser before he launches the PRS web application.

To configure the IE web page caching behaviour:

- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**
- Click on **[Settings]** found on the **[General]** tab
- Select **[Every visit to the page]**

b) Page Setup of the browser

The user needs to configure the Page Setup of his web browser, in order to achieve the best result for printing on-line letter/report. Configuration is not necessary if there had been no issues with your usual internet browsing.

To configure the IE page setup

- From the IE Menu bar, go to **[View]**
- Click on **[Text size]**
- Select **[Medium]** (to ensure that each letter fits into one A4 size paper when printed)
- From the IE Menu bar, select **[File]** and then **[Page Setup]**

Page

- Select 'A4' for the Size

Header and Footer

- Leave the Header and Footer blank

Paper Orientation and Margin

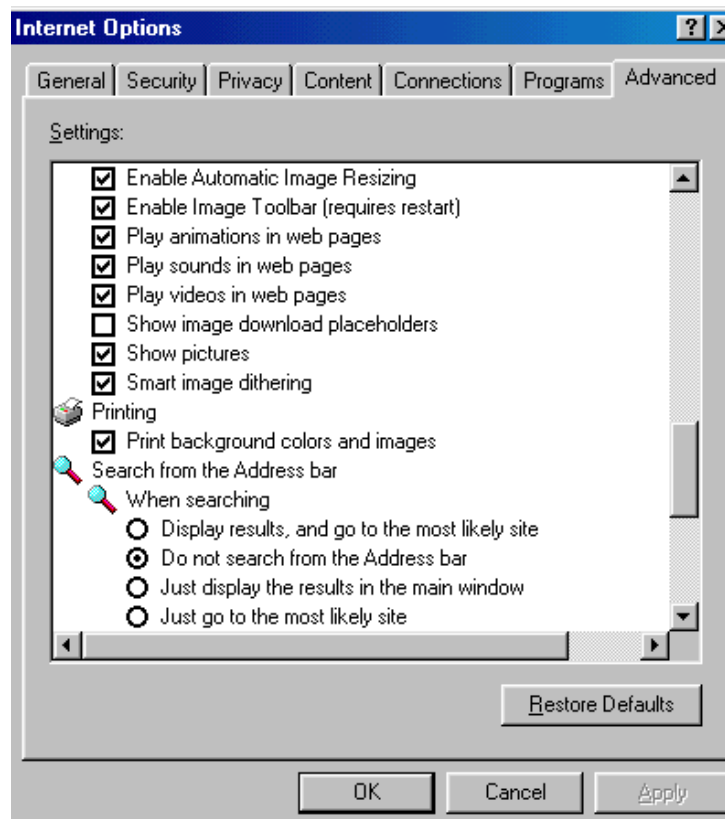
- Portrait (for on-line letter printing)
- Margins (inches)
 - Left : 0.25"
 - Right : 0.25"
 - Top : 0.75"
 - Bottom : 0.75"
- Landscape (for on-line report printing)
- Margins (inches)
 - Left : 0.75"
 - Right : 0.75"
 - Top : 0.75"
 - Bottom : 0.75"

c) Printing Configuration of the browser

In addition, it is good to set the web browser Printing Option for better printing result.

To setup the IE printing option

- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**
- Select the **[Advanced]** tab
- The following dialog box will be shown

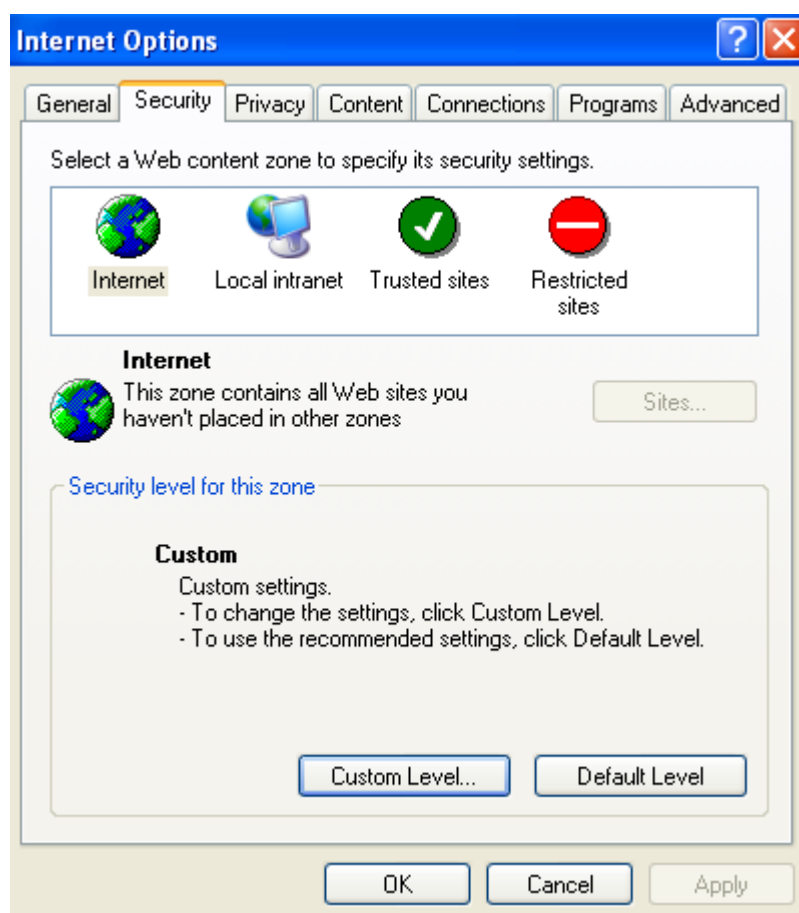


- Tick the checkbox next to the **[Print Background Colours And Images]**
- Click on the **[OK]** button to close the dialog box

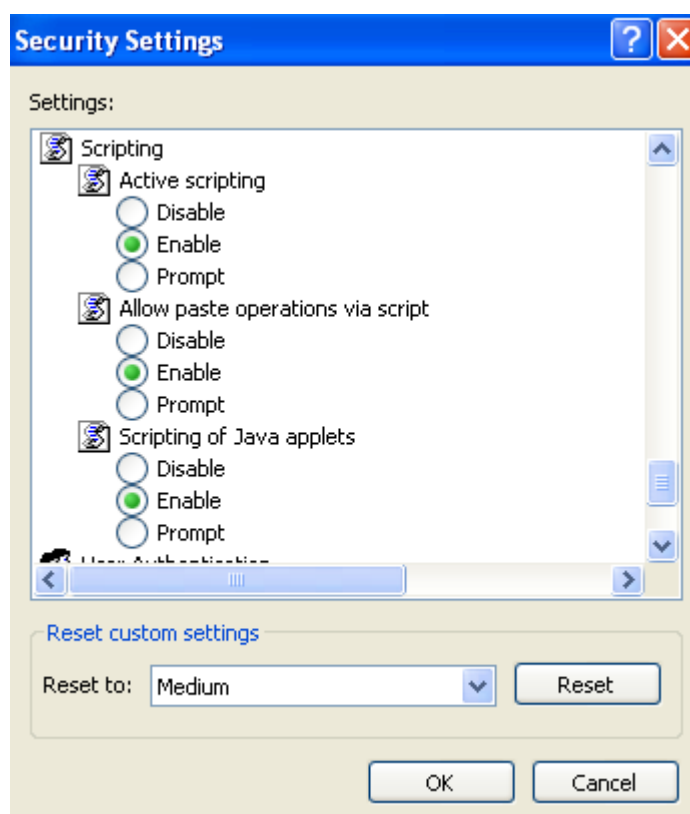
d) Other settings of the browser

To ensure that scripting is enabled on the web browser:

- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]**
- Select the **[Security]** tab
- The following dialog box will be shown



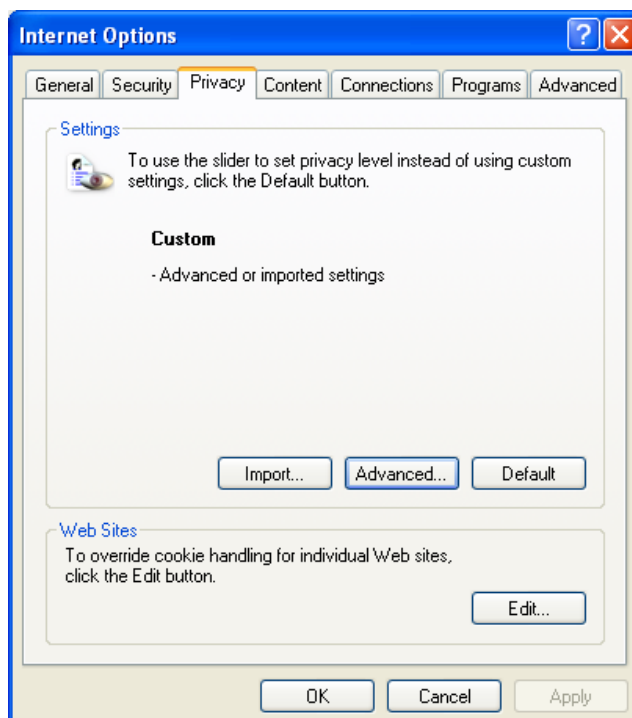
- Click on the **[Custom Level]** button
- The following dialog box will be shown



- Check to ensure that the 'Active Scripting' is enabled
- Click on the **[OK]** button to close the dialog box

To ensure that the cookies handling is enabled:

- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]** button
- Select the **[Privacy]** tab
- The following dialog box will be shown



- Click on the **[Advanced]** button
- Ensure that the setting for the 'Advanced Privacy Settings' is as shown

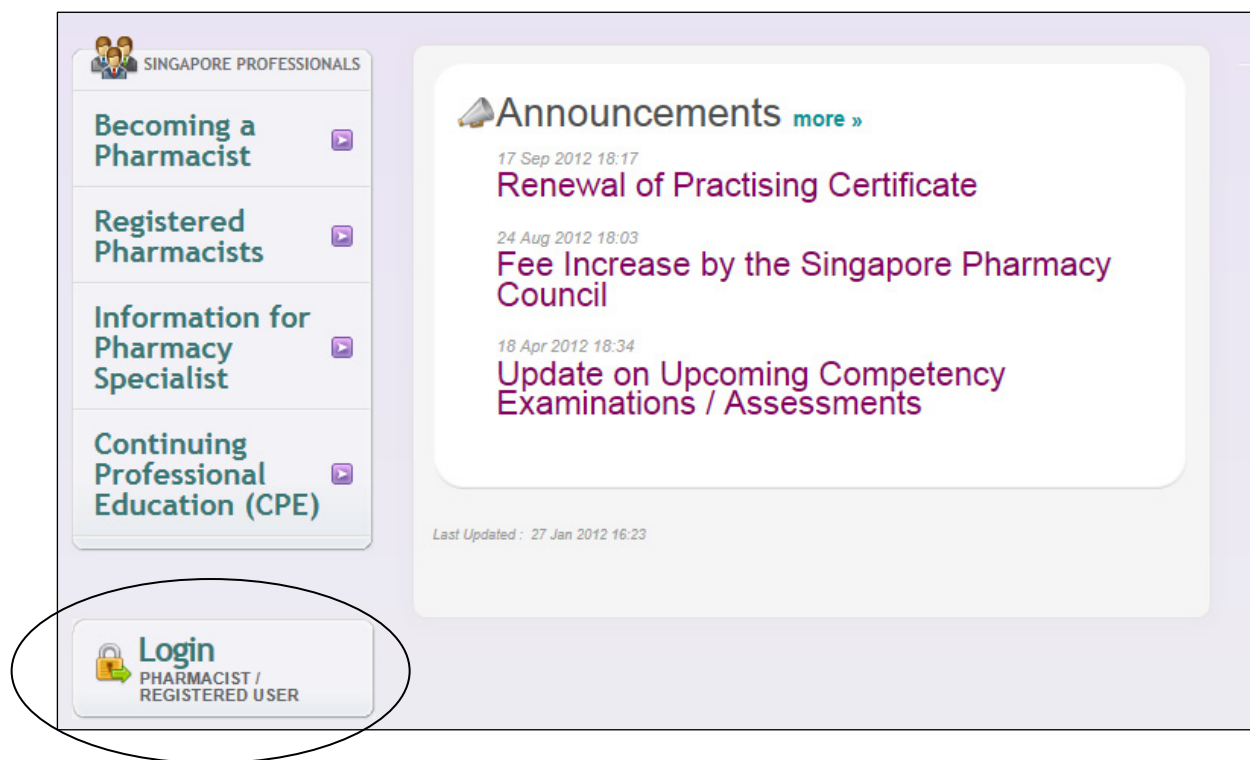


- Click on the **[OK]** button

2. FUNCTIONS

2.1. Submit Provider Application

To access the PRS, click on the [\[Login\]](#) button on the SPC's website (URL: <http://www.spc.gov.sg>).



The PRS Login screen will be displayed as follows.

[Instructions for Authorised Users](#)

Healthcare Professionals:
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.


HR Personnel:
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to enquiries@spc.gov.sg.

CPE Providers
You may login via your User ID and password. If you do not have an account, please click [here](#) to submit your application for an online account.

User ID ?

Password

[Reset Password](#)

Alternatively, you can login using 

To apply for a provider account if you do not have one:

- Click on the [\[here\]](#) link under [CPE Providers] section.

The Application for Provider page will be displayed as follows.

Application Documents Confirmation Payment Acknowledgement

Application for Accreditation of Provider

Note: All Fields marked with asterisk (*) are mandatory.

Provider Information

*Provider Type

Accredited

*Organisation Type

--Select Here--

*Organisation

--Select Here--

Department / Ward

--Select Here--

Website URL

Additional Remarks

(0/500)

Provider Address

*Postal Code

Block/House No.

Level - Unit No.

-

Street Name

Building Name

Account Holder Details

Name	Designation	Email Address	Role	Delete

Add Account Holder

Proceed

To proceed to the next stage of the application (i.e.: Documents)

- Select an **Organisation Type**.
 - If **"Others"**, enter the name of other Organisation Type in the provided textbox.
 - There will be additional mandatory fields to specify
 1. Enter **Paid-up Capital**
 2. Enter **Year of Establishment**
 3. Select **Registered as**
 4. Select **Majority Owned by**
- Select an **Organisation**.
 - If **"Others"**, enter the name of other Organisation in the provided textbox.
- (Optional): Select a **Department/Ward**.
 - If **"Others"**, enter the name of other Department/Ward in the provided textbox.
- (Optional): Enter **Website URL**
- (Optional): Enter **Additional Remarks** if any
- Enter **Postal Code**
- (Optional): Enter **Level – Unit No.**
- Click [\[Add Account Holder\]](#) button at the bottom of the page to launch Add Account Holder page.

The Account Holder Details page will be displayed as follows.

Account Holder Details

Note: All Fields marked with asterisk (*) are mandatory.

*NRIC No./FIN	<input type="text"/>
Designation	<input type="text"/>
*Name	<input type="text"/>
*Gender	<input type="radio"/> Male <input type="radio"/> Female
*Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	<input type="text"/>
*Role	<input checked="" type="radio"/> Admin <input type="radio"/> Operational

To add account holder:

- Enter **NRIC No./FIN**
- (Optional): Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- (Optional): Enter **Fax No.**
- (Optional): Enter **Mobile No.**
- Enter **Email Address**
 - **Upon approval of Provider Application, this Email Address will become the Account Holder Permanent User ID**
- Select Role
 - **Admin user is the main point of contact between SPC and Provider for this Provider application. Any email notifications will be sent to Admin user's Email Address**
- Click [\[Save\]](#) button at the bottom of the page to proceed on adding account holder to provider

Back to the Application for Provider page,
The details of Account Holder have been added to the table upon clicking on the [\[Save\]](#) button,
displayed as follows.

[Application](#) [Documents](#) [Confirmation](#) [Payment](#) [Acknowledgement](#)

Application for Accreditation of Provider

Note: All Fields marked with asterisk (*) are mandatory.

Provider Information

*Provider Type	Accredited
*Organisation Type	Ministry / Statutory Board
*Organisation	Health Promotion Board
Department / Ward	--Select Here--
Website URL	
Additional Remarks	<div>(0/500)</div>

Provider Address

*Postal Code	168937
Block/House No.	3
Level - Unit No.	01 - 00
Street Name	Second Hospital Avenue
Building Name	

Account Holder Details

Name	Designation	Email Address	Role	Delete
Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Delete

[Add Account Holder](#)

[Proceed](#)

To proceed to the next stage of the application (i.e.: Documents)

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Documents page.

The Documents page for Application of Provider will be displayed as follows.

[Application](#) **[Documents](#)** [Confirmation](#) [Payment](#) [Acknowledgement](#)

Application for Accreditation of Provider

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Supporting Documents

Document Title	--Select Here--	
File	<input type="text"/>	Browse.. Attach

Documents Attached
No document attached.

[Proceed](#)

To proceed to the next stage of the application (i.e.: Confirmation)

Please attach the following as supporting documents:

- 1) Cover Letter Addressed to the CPE Accreditation Committee Chairperson. <Cover Letter>
- 2) List of Past/Future CPE Events. <Details of Past/Future Professional Events>
- 3) Application Form (Optional)

To upload supporting documents,

- Select a **Document Title**
 - If **"Others"**, enter other document title in the provided textbox.
- Click [\[Browse\]](#) button to browse documents for uploading
- Click [\[Attach\]](#) button to attach uploaded document
- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Confirmation page.

The Confirmation page for Application of Provider will be displayed as follows.

[Application](#) [Documents](#) **Confirmation** [Payment](#) [Acknowledgement](#)

Application for Accreditation of Provider

Provider Information

Provider Type	Accredited
Organisation Type	Ministry / Statutory Board
Organisation Type (Others)	-
Paid-up Capital	-
Year of Establishment (yyyy)	-
Registered as	-
Majority Owned by	-
Organisation	Health Promotion Board
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

Provider Address

Postal Code	168937
Block/House No.	3
Level - Unit No.	01-00
Street Name	Second Hospital Avenue
Building Name	-

Account Holder Details

Account Holder 1	
NRIC No./FIN	S7295360F
Designation	-
Name	Nicholas Ong
Gender	Female
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	nicholasong@ncs.com.sg
Role	Admin

Documents Attached

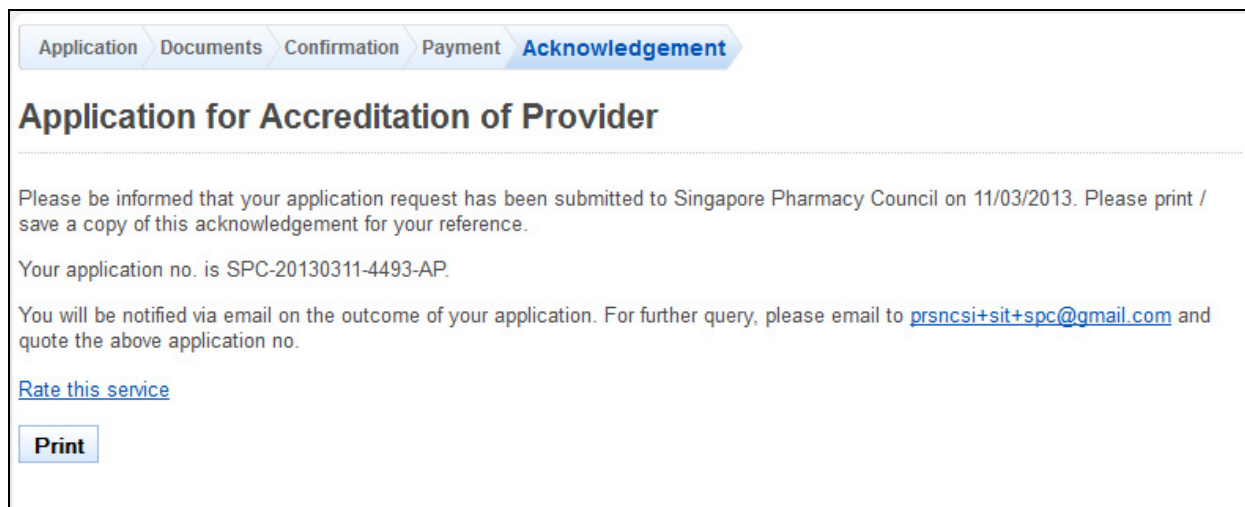
Document Title 1

Confirm

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **Confirm** button at the bottom of the page to proceed to the Acknowledgement page.

The Acknowledgement page for Application of Provider will be displayed as follows.



Application Documents Confirmation Payment **Acknowledgement**

Application for Accreditation of Provider

Please be informed that your application request has been submitted to Singapore Pharmacy Council on 11/03/2013. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SPC-20130311-4493-AP.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+spc@gmail.com and quote the above application no.

[Rate this service](#)

Print

- Click **[Print]** button at the bottom of the page to print the Acknowledgement page, if necessary.
- Click **[Rate this service]** hyper link to rate the service

An acknowledgement email will be sent to Admin user's email address. It contains Application No., Temporary User ID and Temporary Password for user to login to the system, check the application status and upload more supporting document, if necessary.

Upon provider application approval by HPE, the Account Holder's email address will become the permanent User ID.

2.2. Enquire Provider Application

The PRS Login screen will be displayed as follows.

Instructions for Authorised Users

Healthcare Professionals:

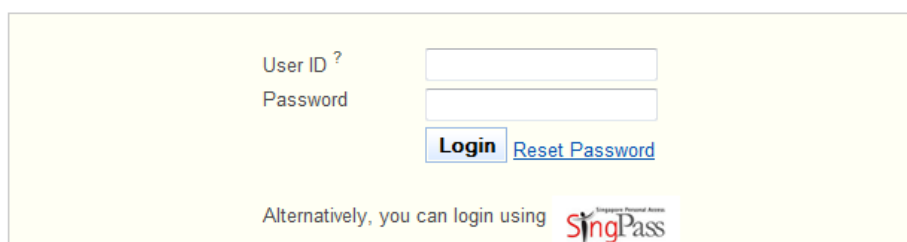
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

HR Personnel:

You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to enquiries@spc.gov.sg.

CPE Providers


You may login via your User ID and password. If you do not have an account, please click [here](#) to submit your application for an online account.



User ID ?

Password

[Login](#) [Reset Password](#)

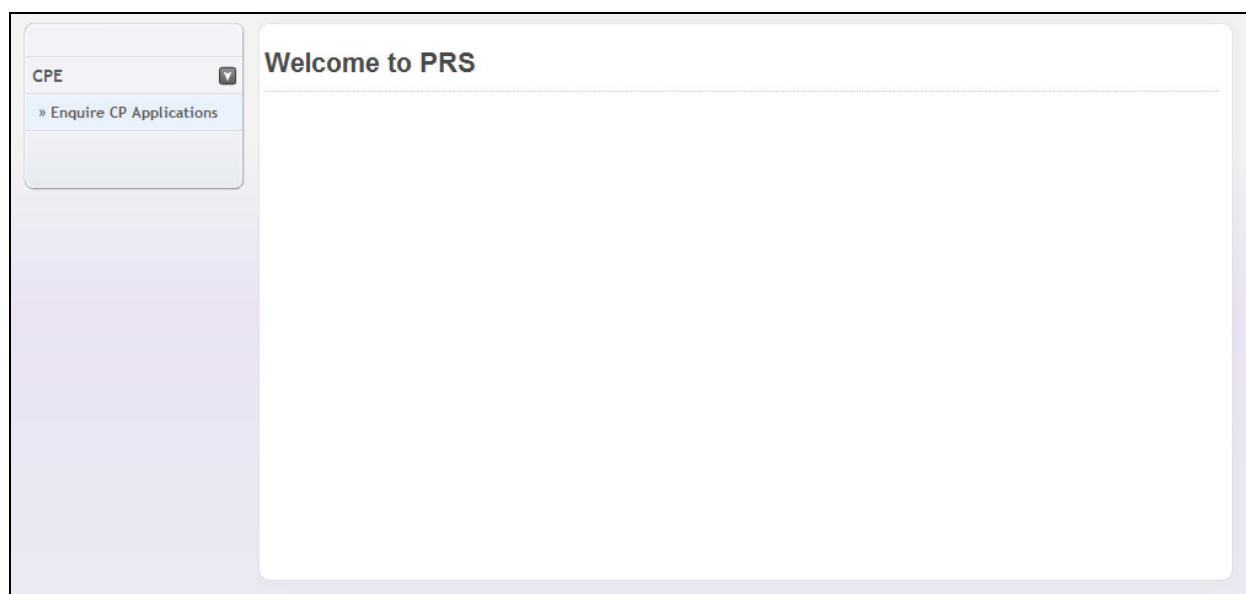
Alternatively, you can login using 

To enquire provider application, admin user required to login to the system.

- Enter **User ID** with Temporary User ID
- Enter **Password** with Temporary Password
- Click [\[Login\]](#) button to login to PRS

Both Temporary User ID and Temporary Password are found in the Acknowledgement email of Provider Application sent to Admin User.

The PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to.



To Enquire CP Application,

- Click on the **[CPE]** menu item
- Click on **[Enquire CP Applications]** link to open Enquire CP Application page.

The Enquire CP Application page will be displayed as follows.



The Enquire CP Applications function allow you to

- View Provider Application
- Upload More Supporting Document for submitted Provider Application

2.2.1. View Provider Application Details

To proceed to the Application Details page:

- Click on **[Application No.]** link

The Application Details page will be displayed as follows.

Application No.	SPC-20130311-4493-AP
Application Status	Application Submitted
Submission Date	11/03/2013
Outcome Date	

Provider Information

Provider Type	Accredited
Organisation Type	Societies
Organisation Type (Others)	-
Paid-up Capital	-
Year of Establishment (yyyy)	-
Registered as	-
Majority Owned by	-
Organisation	Singapore Association of Pharmaceutical Industries (SAPI)
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

Provider Address

Postal Code	169876
Block/House No.	151
Level - Unit No.	02-13A
Street Name	Chin Swee Road
Building Name	Manhattan House

Account Holder Details

Account Holder 1	
NRIC No./FIN	S4645004C
Designation	-
Name	Luo Zhi Xiang
Gender	Male
Telephone No.	76543245
Fax No.	-
Mobile No.	-
Email Address	fylau@ncs.com.sg
Role	Admin

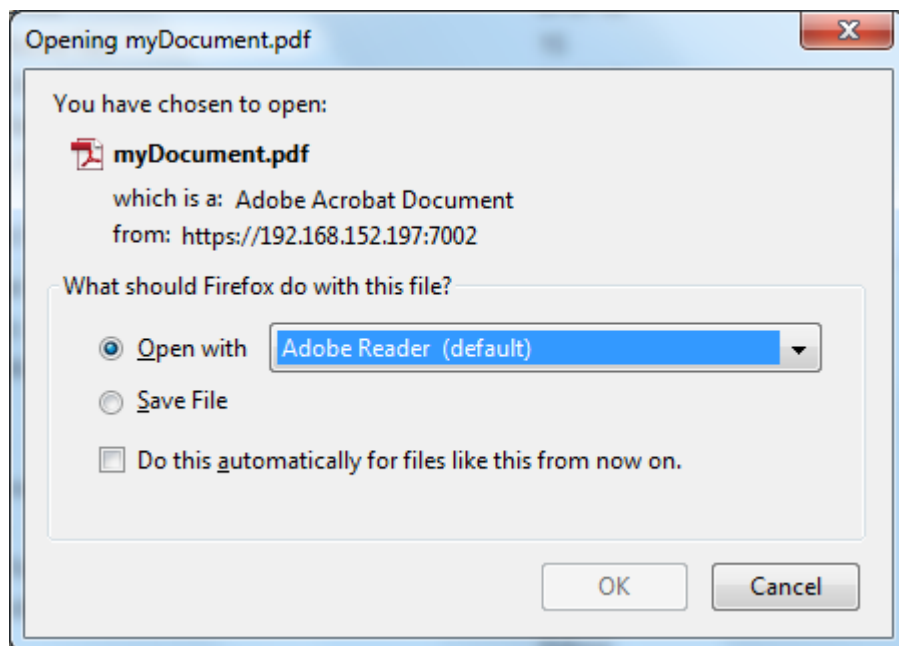
Documents Attached

Document Title 2

To download the document attached:

- Click on [\[Document Title\]](#) link

The pop-up box to download document will be displayed as follows.



2.2.2. Upload More Supporting Document

If more supporting documents are required for the provider application, an email will be sent to the admin account holder. The admin account holder should login to the PRS system using the temporary User ID and password and submit the requested documents to HPE.

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to.



To Enquire CP Application,

- Click on the **[CPE]** menu item
- Click on **[Enquire CP Applications]** link to open Enquire CP Application page.

The Enquire CP Application page will be displayed as follows.



To proceed to attach required documents:

- Click on the **[here]** link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Remarks

[More Sample Documents](#)

Supporting Documents

Document Title	--Select Here--	
File	<input type="text"/>	<input type="button" value="Browse.."/> <input type="button" value="Attach"/>

Documents Attached		
Document Title 1		

To attach documents:

- Select the **Document Title**
 - If "Others", enter other **Title of Document**
- Click on the [\[Browse\]](#) button
- Select the document to attach
- Click on the [\[Attach\]](#) button

The document is added to the table upon clicking on the [\[Attach\]](#) button.

MESSAGES
Upload successfully

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Remarks

More Sample Documents

Supporting Documents

Document Title--Select Here--

File

Browse..

Attach

Documents Attached

Document Title 1		
Document Title 2	Replace	Delete

Submit

Should the need arise to replace the attached document:

- Click [\[Replace\]](#) link

The Replace Document page is displayed as follows.

Replace Additional Document	
Replace Document	
Note: <ul style="list-style-type: none">• File must be in JPEG(.jpg or .jpeg), PDF (.pdf).• Each file size must not exceed 1MB	
Document Title	Document Title 2
File	<input type="text"/> Browse..
Attach	Cancel

To replace document attached:

- Click on the [\[Browse\]](#) button
- Select the document to attach
- Click on the [\[Attach\]](#) button

Back to the Upload Supporting Document page,

The document to replace the previous document is added to the table upon clicking on the [\[Attach\]](#) button.

Should the need arise to delete the attached document:

- Click on the **[Delete]** button

Confirmation box for deletion is displayed as follows.

The screenshot displays the 'Supporting Documents' section of the Professional Registration System. A modal dialog box titled 'Message from webpage' is centered on the screen, asking 'Confirm to delete this record?' with 'OK' and 'Cancel' buttons. The background interface includes a 'Note' section with file format and size requirements, a 'Remarks' section with a 'More Sample Documents' link, and a 'Supporting Documents' table. The table has columns for 'Document Title', 'File', and actions. Two documents are listed: 'Document Title 1' and 'Document Title 2'. The 'Document Title 2' row has 'Replace' and 'Delete' links. A 'Submit' button is at the bottom left of the form.

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Remarks

[More Sample Documents](#)

Supporting Documents

Document Title	File	
Document Title 1		
Document Title 2		Replace Delete

[Submit](#)

To delete the document attached:

- Click on the **[OK]** button

Back to the Upload Supporting Document page,
The document is deleted from the table upon clicking on the [\[OK\]](#) button.

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Remarks

[More Sample Documents](#)


Supporting Documents

Document Title	--Select Here--	
File	<input type="text"/>	<input type="button" value="Browse.."/> <input type="button" value="Attach"/>
Documents Attached		
Document Title 1		
<input type="button" value="Submit"/>		

After all necessary documents are attached, submit the documents back to HPE:

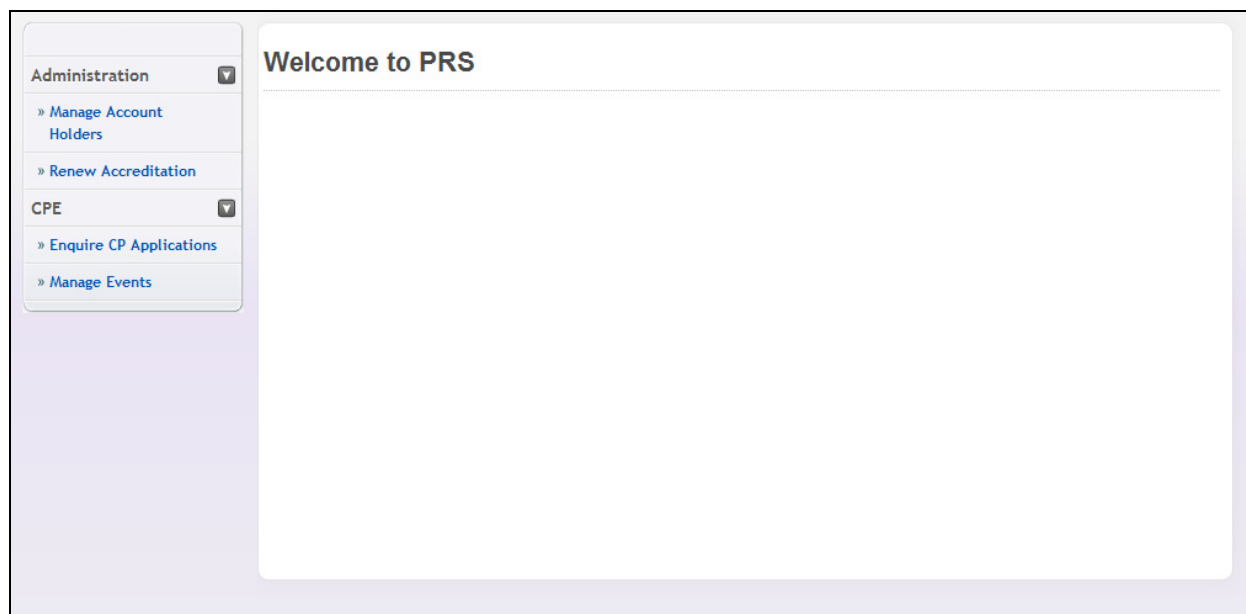
- Click on the [\[Submit\]](#) button

The Enquire CP Application page after application has submitted the pending supporting document is displayed as follows.

CPE 		Application Submitted				
» Enquire CP Applications		Total record(s) found: 1				
		Application No.	Date of Submission	Organisation	Department / Ward	Application Status
		SPC-20121121-2085-AP	21/11/2012	Health Promotion Board	-	Supporting Documents Furnished
		Remarks				
		-				
		Page 1				
		[First] [Previous] [Next] [Last]				

2.3. Manage Account Holders

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to. Manage Account Holder function is only accessible by **Admin User of an approved provider**.



To Manage Account Holders

- Click on the [\[Administration\]](#) menu item
- Click on [\[Manage Account Holders\]](#) link

The Manage Account Holders page will be displayed as follows.

Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Active	-

Add Account HolderTerminate User

The Manage Account Holder function allow you to

- Create/update Account Holder details
- Terminate an Account Holder

To update Account Holder details:

- Click on the [\[Account Holder Name\]](#) link

The Update Account Holder details page is displayed as follows.

Manage Account Holder

Update Account Holder

Note: All Fields marked with asterisk (*) are mandatory.

*NRIC No./FIN	S0834822G
Designation	<input type="text"/>
*Name	Nicholas Ong
*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Telephone No.	99999999
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	nicholasong@ncs.com.sg
*Role	<input checked="" type="radio"/> Admin <input type="radio"/> Operational

To update Account Holder details:

- (Optional): Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- (Optional): Enter **Fax No.**
- (Optional): Enter **Mobile No.**
- Enter **Email Address**
- Select **Role**
- Click [\[Save\]](#) button

Back to the Manage Account Holder page,
The Account Holder details are being updated upon clicking on the [\[Save\]](#) button.

Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Active	-

Add Account HolderTerminate User

To Add Account Holder:

- Click on the [\[Add Account Holder\]](#) button

The Add Account Holder page is displayed as follows.

The screenshot shows a web interface titled "Manage Account Holder". Below the title is a sub-header "Add Account Holder" and a note: "Note: All Fields marked with asterisk (*) are mandatory." The form contains several input fields: "*NRIC No./FIN", "Designation", "*Name", "*Gender" (with radio buttons for Male and Female), "*Telephone No.", "Fax No.", "Mobile No.", "*Email Address", and "*Role" (with radio buttons for Admin and Operational, where Operational is selected). At the bottom of the form are "Save" and "Cancel" buttons.

To Add Account Holder:

- Enter **NRIC No./FIN**
- (Optional): Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- (Optional): Enter **Fax No.**
- (Optional): Enter **Mobile No.**
- Enter **Email Address**
 - **This Email Address will become the Account Holder Permanent User ID**
- Select **Role**
 - Note: Only 1 (one) admin user is allowed for a provider. Should the need arise to change Admin User, please contact SPC for assistance
- Click **[Save]** button at the bottom of the page to proceed on adding account holder
 - An email will be sent to new account holder's Email Address to inform user for successful creation of provider account holder. It contains password for login to PRS system.

Back to the Manage Account Holder page,
The new Account Holder is added in the table upon clicking on the [\[Save\]](#) button.

Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Active	-
<input type="checkbox"/>	Thomas Dall	-	ThomasD@ncs.com.sg	Operational	Active	-

Add Account HolderTerminate User

To Terminate User:

- Select the checkbox of **Account Holder** for termination
- Click on the [\[Terminate User\]](#) button

Confirmation box for termination of user is displayed as follows.

The screenshot displays the 'Manage Account Holder' web interface. At the top, there are two date fields: 'Validity Start Date' (14/11/2012) and 'Validity End Date' (14/05/2013). Below these is the 'Account Holder Details' section, which includes a table with columns for Name, Role, Status, and Terminated Date. The table lists two users: Nicholas Ong (Admin, Active) and Thomas Dall (Operational, Active). A confirmation dialog box titled 'Message from webpage' is overlaid on the interface, asking 'Are you sure to terminate user(s)?' with 'OK' and 'Cancel' buttons.

Validity		Start Date	End Date
		14/11/2012	14/05/2013

Account Holder Details		Name	Role	Status	Terminated Date
<input type="checkbox"/>		Nicholas Ong	Admin	Active	-
<input checked="" type="checkbox"/>		Thomas Dall	Operational	Active	-

[Add Account Holder](#)

To confirm termination of user:

- Click on the [\[OK\]](#) button

Back to the Manage Account Holder page,
The selected Account Holder's record is being terminated with an "Inactive" status, upon clicking on the **[OK]** button.

MESSAGES
The record(s) terminated successfully.

Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Nicholas Ong	-	nicholasong@ncs.com.sg	Admin	Active	-
<input type="checkbox"/>	Thomas Dall	-	ThomasD@ncs.com.sg	Operational	Inactive	14/11/2012

Add Account Holder

Terminate User

2.4. Manage Events

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to as **an approved provider's account holder**.

To Manage Events,

- Click on the **[CPE]** menu item
- Click on **[Manage Events]** link

The Manage Events page will be displayed as follows.

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
----------	-------------	--------------	------------------	--------------------	-------------------	---------

The Manage Events function allow you to

- Create/update/submit/search an Event Application
- Upload More Supporting Document for submitted Event Application
- Update an approved Event
- Submit Event Attendance for an approved Event

2.4.1. Create Events Application

To add New Events:

- Click on **[New Event]** button

The Application of Event page will be displayed as follows.

Category

Event

Documents

Confirmation

Payment

Acknowledgement

Application for Accreditation of Event

Note: All fields marked with asterisk (*) are mandatory

Copy details from another event?

☐ Yes ☒ No

*Category

--Select Here--

Proceed

Category	Activities Involved
1B	Local Events

To proceed to the next stage of the application (i.e.: Events):

- Select **Category**
 - Select “1B” under category
- Click **Proceed** button to proceed with the application

2.4.1.1 Submit Local Events Application

The Application of Event for category 1B is displayed as follows.

Category	Event	Documents	Confirmation	Payment	Acknowledgement
----------	--------------	-----------	--------------	---------	-----------------

Application for Accreditation of Event

Provider Details & Address

Provider Type	Accredited
Organisation Type	Societies
Organisation	Singapore Association of Pharmaceutical Industries (SAPI)
Department/Ward	-
Address	151 Chin Swee Road #02-13A Manhattan House SINGAPORE 169876

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

Category	1B		
*Event Specialty	<div>AP - Psychiatry AP - Cardiology AP - Geriatrics</div>	<div>>> <<</div>	<input type="text"/>
*Patient Care Subject	<input type="radio"/> Yes <input type="radio"/> No		
*Subject	--Select Here--		
*Type of Event	--Select Here--		
*Event Title	<input type="text"/>		
*Target Audience	<div>Others Pharmacists Pharmacy Specialists</div>	<div>>> <<</div>	<input type="text"/>
*Start Date	<input type="text"/> dd/mm/yyyy	*Start Time	<input type="text"/> hh : <input type="text"/> mm
*End Date	<input type="text"/> dd/mm/yyyy	*End Time	<input type="text"/> hh : <input type="text"/> mm
*Event Duration	--Select Here--		
Frequency	<input type="text"/>		
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/>		

(0/500)

Session Details

Session	Date	Start Time	Duration	Specialty
---------	------	------------	----------	-----------

Add Session

Save **Proceed**

To proceed to the next stage of the application (i.e.: Documents):

- Enter **Name** of Contact Person

- Enter **Telephone No.** of Contact Person
- Enter **Email Address** of Contact Person
- Select **Event Specialty**
- Select **Patient Care Subject**
- Select **Subject**
- Select **Type of Event**
- Enter **Event Title**
- Select **Target Audience**
- (Optional): Select **Target Audience Specialty**
- Select **Start Date**
- Enter **Start Time**
- Select **End Date**
- Enter **End Time**
- Select **Event Duration**
- (Optional): **Enter Frequency**
- Enter **Venue**
- (Optional): Enter **Event URL**
- (Optional): Enter **Previous Event ID**
- (Optional): Enter **Additional Remarks**
- Click [\[Add Session\]](#) button to add session to the event

The Add Session page will be displayed as follows.

Session Details

Note: All Fields marked with asterisk (*) are mandatory.

Session 1

***Date**

***Duration**

***Specialty**

***Start Time** :

***Patient Care Subject** ☐ Yes ☐ No

Subject

Speaker 1 [Delete Speaker](#)

Reg No.

***Name**

***Designation**

Topics

***Topic**

Specialty

***Duration**

***Institution**

[Add Topic](#)
[Delete Topic](#)

[Add Speaker](#)

[Save](#) [Cancel](#)

To add session:

- Select **Date**
- Enter **Start Time**

- Select **Duration**
- Select **Patient Care Subject**
- Select **Specialty**
- (Optional): Enter **Reg No.** of speaker
- Enter **Name** of speaker
- Select **Duration** of speaker
- Enter **Designation** of speaker
- Enter **Institution** of speaker
- Enter **Topic** of speaker
- Click [\[Save\]](#) button

Back to the Application of Event page,

The Session has been added to the table upon clicking on the [\[Save\]](#) button.

To proceed to the next stage of the application (i.e.: Documents):

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Documents page

The Documents page for Application of Event will be displayed as follows.

Category > Event > **Documents** > Confirmation > Payment > Acknowledgement

Application for Accreditation of Event

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Supporting Documents

Document Title: --Select Here--

File: [Browse..](#) [Attach](#)

Documents Attached

No document attached.

[Proceed](#)

To proceed to the next stage of the application (i.e.: Confirmation):

If there are supporting documents,

- Select a **Document Title**,
 - If **"Others"**, enter the other document title
- Click [\[Browse\]](#) button to browse documents for uploading
- Click [\[Attach\]](#) button to attach uploaded document
- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Confirmation page

If there are no supporting documents,

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Confirmation page

The Confirmation page for Application of Event will be displayed as follows.

Category	Event	Documents	Confirmation	Payment	Acknowledgement
Application for Accreditation of Event					
Provider Details & Address					
Provider Type	Accredited				
Organisation Type	Ministry / Statutory Board				
Organisation	Health Promotion Board				
Department/Ward	-				
Address	168937, 3, Second Hospital Avenue, -				
Contact Person(s)					
S/N	Name	Telephone No.	Email Address		
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg		
2					
Event Details					
Category	1B				
Event Specialty	Advanced Pharmacotherapy - Psychiatry				
Patient Care Subject	Yes				
Subject	Pharmacology and Pharmacotherapy				
Type of Event	Other Type of Event				
Type of Event (Others)	Seminar				
Event Title	Seminar				
Target Audience	Others				
Target Audience (Others)	Anyone				
Target Audience Specialty	-				
Start Date	28/11/2012	Start Time	10:00		
End Date	28/11/2012	End Time	12:00		
Event Duration	1<= X <2 Hrs				
Frequency	-				
Venue	NCS Pte Ltd				
Event URL	- <input checked="" type="checkbox"/> Display in Calendar				
Previous Event ID/Title	-				
Copied from Event ID/Title	-				
Additional Remarks	-				
Max CPE Points	1				

Session Details			
Session 1			
Date	28/11/2012	Start Time	10:00
Duration	1<= X <2 Hrs		
Specialty	Advanced Pharmacotherapy - Cardiology		
Patient Care Subject	Yes		
Speaker 1			
Reg No.	-	Specialty	-
Name	Andrew Koh	Duration	1<= X <2 Hrs
Designation	Professor	Institution	NUS
Topics	Pharmacotherapy		
Documents Attached			
Document Title 1			
<input type="button" value="Confirm"/>			

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click [\[Confirm\]](#) button at the bottom of the page to proceed to the Acknowledgement page

The Acknowledgement page for Application of Event will be displayed as follows.

An acknowledgement email will be sent to account holder email and event's contact person email.

Category	Event	Documents	Confirmation	Payment	Acknowledgement
----------	-------	-----------	--------------	---------	------------------------

Application for Accreditation of Event

Please be informed that your application request has been submitted to Singapore Pharmacy Council on 11/03/2013. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SPC20130311-1B-0032.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+spc+cpe@gmail.com and quote the above Event ID.

[Rate this service](#)

2.4.1.2 Enquire Event Application Status

The Manage Events page will be displayed as follows.

The screenshot shows the 'Manage' section of the Professional Registration System. On the left is a sidebar with 'Administration' and 'CPE' sections. Under 'CPE', there are links for 'Enquire CP Applications' and 'Manage Events'. The main area has a 'Manage' tab and a search form with fields for Event ID, Application Status (dropdown), Submission Date From/To, Event Date From/To, Event Title, and Category (dropdown). Below the form are 'Search' and 'New Event' buttons. The 'Search Result' section shows an empty table with columns: Event ID, Event Title, Organisation, Event Start Date, Application Status, Attendance Status, and Remarks.

To proceed and enquire events:

- Click [\[Search\]](#) button to display all event applications

The Manage Events page with all event applications will be displayed as follows.

This screenshot shows the same 'Manage' section as the previous one, but with search results. The 'Search Result' section now displays 'Total record(s) found: 1' and a table with one record. The record details are: Event ID (SPC20121122-1B-2096), Event Title (Seminar), Organisation (Health Promotion Board), Event Start Date (28/11/2012), Application Status (Approved), Attendance Status (Pending Submission), and Remarks (-). Below the table, it shows 'Page 1' and navigation links: [First] | [Previous] | [Next] | [Last].

2.4.1.3 View Approved Event Application Details – Submit Attendance for Local Events

To upload attendance for a Local Event:

- Click on the [\[Event ID\]](#) link of Local Event with an Application Status = “Approved”

The details of selected event will be displayed as follows.

Event Attendance

Application for Accreditation of Event

Event ID	SPC20121122-1B-2096		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	22/11/2012		
Outcome Date	22/11/2012		
Attendance Status	Pending Submission		

Provider Details & Address

Provider Type	Accredited		
Organisation Type	Ministry / Statutory Board		
Organisation	Health Promotion Board		
Department/Ward	-		
Address	168937, 3, Second Hospital Avenue, -		

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Psychiatry		
Patient Care Subject	Yes		
Subject	Pharmacology and Pharmacotherapy		
Type of Event	Other Type of Event		
Type of Event (Others)	Seminar		
Event Title	Seminar		
Target Audience	Others		
Target Audience (Others)	Anyone		
Target Audience Specialty	-		
Start Date	28/11/2012	Start Time	10:00
End Date	28/11/2012	End Time	12:00
Event Duration	1<= X <2 Hrs		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Session Details

Session#	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	28/11/2012	10:00	1<= X <2 Hrs	Advanced Pharmacotherapy - Cardiology	Pending Submission	-

[View All Session Details](#)

Documents Attached

Document Title 1

To submit attendance for the event session:

- Click on the [\[Status\]](#) link of the selected Session
- Session Attendance page will be displayed as follows.

Event
Attendance

Event ID SPC20121122-1B-2096
Application Status Approved
Applicant Name Nicholas Ong
Applicant ID nicholasong@ncs.com.sg
Submission Date 22/11/2012
Outcome Date 22/11/2012
Attendance Status Pending Submission

Event Details
Category 1B
Event Specialty Advanced Pharmacotherapy - Psychiatry
Type of Event Other Type of Event
Event Title Seminar
Start Date / Start Time 28/11/2012 10:00
End Date / End Time 28/11/2012 12:00

Session Details
Session 1

Date	28/11/2012	Start Time	10:00
Duration	1 to < 2 hours		
Specialty	Advanced Pharmacotherapy - Cardiology	<input type="checkbox"/> Aesthetic	

Speaker 1

Reg No.	-	Specialty	-
Name	Andrew Koh	Duration	1 to < 2 hours
Designation	Professor	Institution	NUS
Topics	Pharmacotherapy		

Attendance Details
Attendance Status Pending Submission
Last Approval Date -
☐ No Attendance

Add More Rows 20 [Add](#)

<input type="checkbox"/>	S/N	Reg No.	Name of Professional	Role Speaker Duration	CPE Points	Status
<input type="checkbox"/>	1			--Select Here--	-	Draft
<input type="checkbox"/>	2			--Select Here--	-	Draft
<input type="checkbox"/>	3			--Select Here--	-	Draft
<input type="checkbox"/>	4			--Select Here--	-	Draft
<input type="checkbox"/>	5			--Select Here--	-	Draft
<input type="checkbox"/>	6			--Select Here--	-	Draft
<input type="checkbox"/>	7			--Select Here--	-	Draft
<input type="checkbox"/>	8			--Select Here--	-	Draft
<input type="checkbox"/>	9			--Select Here--	-	Draft
<input type="checkbox"/>	10			--Select Here--	-	Draft

[Delete](#)

Note:
• File must be in EXCEL (.xls or .xlsx)

Upload Attendance File
Upload attendance Excel sheet, if participants are more than 20.
Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel

To enter the attendance manually,

- Enter **Registration No.** of professional attending event
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click [\[Add\]](#) link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view template of attendance excel sheet:

- Click the first [\[here\]](#) link, under “Upload Attendance File”

The Local Event attendance excel template will be displayed as follow:

	A	B	C	D	E
1	Event ID	<Enter Event ID here>			
2	Session #	<Enter Session # here>			
3	Date (dd/mm/yyyy)	<Enter Session Date here>			
4	Start Time (hh24:mi)	<Enter Session Start Time here>			
5	Reg No.	Role			
6	<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>			
7					

To view sample of attendance excel sheet with data:

- Click the second [\[here\]](#) to link, under “Upload Attendance File”

The sample of Local Event attendance excel sheet will be displayed as follow:

	A	B	C	D	E
1	Event ID	SPC20100527-1B-7528			
2	Session #	1			
3	Date (dd/mm/yyyy)	14/06/2012			
4	Start Time (hh24:mi)	09:00			
5	Reg No.	Role			
6	P00001A	P			
7	P00002B	S			
8					
9					

To mass upload of attendances using excel file,

- Select [\[Browse\]](#) button to browse the completed attendance excel sheet for uploading
- Click [\[Attach\]](#) button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click [\[Save\]](#) button at the bottom of the page to save the session attendance without submitting

The Session's Attendance Status is set to “Attendance Updated”.

Please note that the professionals' attendances are saved as draft and have not submitted for approval.

Once the attendance page is done and ready, submit the attendance to the system

- Click [\[Submit\]](#) button at the bottom of the page to proceed with the submission

The Session's Attendance Status is set to “Attendance Submitted”.

If the attendance session has been saved before, the Status will be update from “Attendance Updated” to “Attendance Submitted”.

The updated attendance page will be displayed as follows:

Event Attendance

Application for Accreditation of Event

Event ID	SPC20121122-1B-2096		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	22/11/2012		
Outcome Date	22/11/2012		
Attendance Status	Attendance Updated		

Provider Details & Address

Provider Type	Accredited
Organisation Type	Ministry / Statutory Board
Organisation	Health Promotion Board
Department/Ward	-
Address	168937, 3, Second Hospital Avenue, -

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Psychiatry		
Patient Care Subject	Yes		
Subject	Pharmacology and Pharmacotherapy		
Type of Event	Other Type of Event		
Type of Event (Others)	Seminar		
Event Title	Seminar		
Target Audience	Others		
Target Audience (Others)	Anyone		
Target Audience Specialty	-		
Start Date	28/11/2012	Start Time	10:00
End Date	28/11/2012	End Time	12:00
Event Duration	1<= X <2 Hrs		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Session Details

Session#	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	28/11/2012	10:00	1<= X <2 Hrs	Advanced Pharmacotherapy - Cardiology	Attendance Submitted	-

[View All Session Details](#)

Documents Attached

[Document Title 1](#)

At this time point, Professional will not be awarded CPE points. A scheduled job will run to approve the attendance and set the attendance status to "Attendance Approved". Once the job is completed, the CPE Points will be awarded.

2.4.1.4 Edit and Resubmit Approved Event Application Details

An account holder is able to edit an approved event details as long as no attendance tied to the event with either of the following condition is satisfied

- Display in Calendar = No, OR
- Display in Calendar = Yes and current date is at least 2 weeks before Event Start Date

Should the need arise to update an approved event which not fulfil the above conditions, please contact SPC for assistance.

To update the details of an approved event:

- Click on the [\[Event ID\]](#) link of event with an Application Status = "Approved"

The details of selected event with an [\[Edit\]](#) button will be displayed as follows.

Event Attendance

Application for Accreditation of Event

Event ID	SPC20121210-1B-2651		
Application Status	Approved		
Applicant Name	vida		
Applicant ID	junitav@ncs.com.sg		
Submission Date	10/12/2012		
Outcome Date	10/12/2012		
Attendance Status	Pending Submission		

Provider Details & Address

Provider Type	Accredited		
Organisation Type	Private		
Organisation	NCS Pte. Ltd.		
Department/Ward	Inpatient Dispensing		
Address	569141, 5, Ang Mo Kio Street 62, NCS Hub		

Event Details

Category	1B		
Event Specialty	Advanced Pharmacotherapy - Cardiology, Advanced Pharmacotherapy - Geriatrics, Oncology Pharmacy		
Patient Care Subject	No		
Subject	Pharmaceutical Marketing		
Type of Event	Other Type of Event		
Type of Event (Others)	asdf		
Event Title	from provider		
Target Audience	Others		
Target Audience (Others)	asdf		
Target Audience Specialty	Advanced Pharmacotherapy - Psychiatry		
Start Date	01/11/2012	Start Time	11:22
End Date	30/11/2012	End Time	22:33
Event Duration	4<= X <6 Hrs		
Frequency	-		
Venue	123		
Event URL	- <input type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	5		

[Edit](#)

Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	02/11/2012	11:22	2<= X <4 Hrs	Advanced Pharmacotherapy - Cardiology, Advanced Pharmacotherapy - Psychiatry, Others (Non-core)	Pending Submission	-
Session 2	03/11/2012	13:22	4<= X <6 Hrs	Oncology Pharmacy	Pending Submission	-

[View All Session Details](#)

Documents Attached

No document attached.

To proceed to edit details of event application:

- Click on the [\[Edit\]](#) button

The edit details of event application will be displayed as follows.

Application for Accreditation of Event

Provider Details & Address

Provider Type	Accredited
Organisation Type	Societies
Organisation	Singapore Association of Pharmaceutical Industries (SAPI)
Department/Ward	-
Address	151 Chin Swee Road #02-13A Manhattan House SINGAPORE 169876

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

Category	1B		
*Event Specialty	<div>AP - Psychiatry</div> <div>AP - Cardiology</div> <div>AP - Geriatrics</div>	<div>>></div> <div><<</div>	<input type="text"/>
*Patient Care Subject	<input type="radio"/> Yes <input type="radio"/> No		
*Subject	<div>--Select Here--</div>		
*Type of Event	<div>--Select Here--</div>		
*Event Title	<input type="text"/>		
*Target Audience	<div>Others</div> <div>Pharmacists</div> <div>Pharmacy Specialists</div>	<div>>></div> <div><<</div>	<input type="text"/>
*Start Date	<div>dd/mm/yyyy</div>	*Start Time	<div>hh</div> : <div>mm</div>
*End Date	<div>dd/mm/yyyy</div>	*End Time	<div>hh</div> : <div>mm</div>
*Event Duration	<div>--Select Here--</div>		
Frequency	<input type="text"/>		
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/> (0/500)		

Session Details

Session	Date	Start Time	Duration	Specialty	
Session 1	12/03/2013	08:00	1<= X <2 Hrs	AP - Psychiatry	Delete
Session 2	12/03/2013	08:00	1<= X <2 Hrs	AP - Infectious Disease,AP - Cardiology	Delete

[Add Session](#)

To save the event without submitting it to HPE:

- Click [\[Save\]](#) button at the bottom of the page to save any updated changes without submitting it back to HPE

Upon successful saved, Event's Application Status is updated to "Revising" and will be taken off from the HPE CPE Event Calendar.

To submit the updated event back to HPE:

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to Documents page

The steps are similar to creation of new event step. Please refer to the steps found in 2.4.1 Create Events Application for further instruction.

Upon successful submission, Event's Application Status is updated to "Application Submitted" and will be taken off from the HPE CPE Event Calendar.